



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 360 দিশপুৰ, বৃহস্পতিবাৰ, 5 আগষ্ট, 2021, 14 শাওণ, 1943 (শক)
No. 360 Dispur, Thursday, 5th August, 2021, 14th Sravana, 1943 (S. E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT

ORDER

The 5th July, 2021

No. PDA.418/2018/Pt-I/227.-

Modified guidelines for construction of new GP bhawan, repairing of dilapidated GP building and setting up of Common Service Centres under RGSA.

Background & Objectives: Panchayati Raj Institutions are democratic local government institutions working towards good governance, social inclusion, gender equality and economic development. The 73rd Amendment of the Constitution has mandated the responsibility of local planning and developmental activities to the panchayats and envisioned a people led development at the grass root level. Panchayati Raj system was mandated the twin objectives of ensuring economic development and social justice for the people living in the rural areas. Apart from the mandated programmes, the panchayats are increasingly being assigned functions under different programmes of the Central and State Government. The RGSA has given special thrust to strengthen the capacities of institutions for rural local governance to become more responsive towards local development need, prepare participatory plans, leveraging technology and efficiently utilize available resources for realizing sustainable solutions to local problems linked to SDG.

With the above objectives, strengthening of Gaon Panchayat infrastructure is very essential to discharge the proper functioning of the grass root level governance. In order to strengthen the infrastructure at Gaon Panchayat, it is proposed to construct Gaon Panchayat building with the funding from MoPR, Gol under RGSA for providing the facilities as well as open areas are to be used effectively for carrying out the functions of the Gaon Panchayats:

- Provision of work space for functionaries and Elected representatives.
- Provision for sitting of public.

- Provision for meeting of Gram Panchayat Committee (Sabhas).
- Multifunctional rooms.
- Supporting ICT infrastructure for MIS.
- Construction of toilets with separate toilets for women.
- Electricity connection and water supply.
- Providing barrier free access for persons with disabilities.
- Citizen Information wall.

Target: As per the approved RGSA Action Plan 2020 – 21 & 2021 - 22, the Government of India has approved the plan for

- New Gaon Panchayat Bhawan @ Rs. 20.00 lakhs to cover 95 GP .
- Repairing of existing dilapidated GP building@ Rs. 4.00 lakhs per GP, to cover 306 GP and
- Construction of additional building for co-location of Common Service Centre@ Rs. 4.00 lakhs per GP to cover 300 GPs.

The guidelines will be effective for implementation of the schemes for consecutive years as per the allocation of fund from the Ministry of Panchayati Raj, Government of India under the head.

Plan and estimate: The SIPRD, Assam will prepare model plan & estimate for Construction of GP Building at an estimated cost of Rs.20.00 (twenty lakh) only and accordingly the concerned Development Block will prepare the plan and estimates as per their requirement and get the Technical Sanction from the Zilla Parishad before proceeding for execution.

Financial allocation: The Government of India, Ministry of Panchayati Raj has been providing the financial support under RGSA for construction of new GP building @ Rs. 20.00 lakhs per building, Rs. 4.00 lakhs for repairing of dilapidated GP building and also to setting up of Common Service Centre in the GP offices @ Rs. 4.00 lakhs per unit. Under the approved plan of 2020 - 21 and 2021 – 22, the Ministry of Panchayati Raj has sanctioned and released the fund for the following activities:

(Rupees in lakhs)				
Sl. No.	Name of the work	Target for 20-21 & 21 - 22	Total physical target	Total amount earmarked
1.	Construction of new Panchayat Bhawan @ Rs. 20.00 lakhs per panchayat.	95	95	1900.00
2.	Repair of panchayat bhawan @ Rs. 4.00 lakhs per panchayat.	306	306	1224.00
3.	Co-located CSC with panchayat @ Rs. 4.00 lakhs.	300	300	1200.00
	Total	701	701	4324.00

Selection of Gaon Panchayat Offices for construction of new building: Under the SOPD, the state government has been providing financial support for construction of GP building @ Rs. 40.00 lakhs per GP building which is doubled the amount sanctioned under RGSA. Under the RGSA implementation framework, there is a provision to converge the construction works with other programmes like MGNREGA etc. Considering this, it has been proposed to construct the GP building under RGSA in the following categories:

- Gaon Panchayat offices who have building in existence without having adequate space as

incorporated in the construction of GP building,, will be selected to construct the additional building with office rooms, meeting hall, public space, toilet etc.

- Gaon Panchayat office who have Rajiv Gandhi Sewa Kendra constructed under MGNREGA with inadequate provision for office accommodation.

Selection of Gaon Panchayat offices for repairing of existing dilapidated building: The list to be submitted by the Zilla Parishads will be scrutinized at state level by constituting a committee to be notified by the department for selection of GPs which needs urgent repairing and will obtain approval of Government in Panchayat & Rural Development Department for implementation.

Selection of Gaon Panchayat offices for setting up of Co-located Common Service Centres: As per framework of implementation of RGSA, there is a provision to set up common service centre in the GP offices by constructing an additional building. The GPs will be selected based on the list to be submitted by the Zilla Parishads by a committee to be constituted by the government and will obtain approval of Government in Panchayat & Rural Development Department for implementation.

Committee for selection of GP for construction of building, repairing and setting up of CSC and also the selection procedure: A state level committee will be constituted by government for selection of GPs to be taken up for construction of new building, repairing, setting up of CSC. The members of the committee as follows:

1. Commissioner, P & RD, Govt. of Assam –Chairman.
 2. Director, SIPRD, Assam – Member Secretary.
 3. Jt. Director (RGSA), O/o the CPRD – Member.
 4. Sr. Technical Consultant, SIPRD, Assam – Member.
 5. Sr. Finance & Accounts Officer, SIPRD, Assam– Member.
- The committee is the competent authority to select the GPs based on the list to be submitted by the Zilla Parishad to be constructed under the schemes considering the needs of facilities to be provided to Gaon Panchayat office as stated in the objectives of this guidelines.
 - The committee shall review the present status of the GPs to be submitted by the ZPs and select the GP offices.
 - After finalizing the list the committee will recommend the name of the GPs to be taken up for construction of new building, repairing, setting up of CSC etc. to the institute.
 - The institute on being recommended by the committee will subsequently submit the list to the government for obtaining approval.

Construction Committee for execution of work : A Block level **Construction Committee** will be constituted for execution of the construction works of the GP Building(s). The members of the Committee will be:

- | | |
|--|-------------------|
| 1. Concerned Block Development Officer | Chairman . |
| 2. Concerned Junior Engineer/Assistant Engineer | Member. |
| 3. Concerned Secretary, Gaon Panchayat | Member Secretary. |
| 4. Social worker 1(one)from the concerned Gaon Panchayat | Member. |
| 5. Eminent Citizen from concerned Gaon Panchayat | Member. |

The Chief Executive Officer, Zilla Parishad will form the Construction committee.

Committee for monitoring of the execution : A District level **Committee** will be constituted for supervision, Quality assurance , monitoring and evaluation of the construction works of the GP

Building(s). The members of the Committee will be:

- | | |
|--|-------------------|
| 1. The Chief Executive Officer, Zilla Parishad | Chairman. |
| 2. Executive Engineer, Zilla Parishad | Member Secretary. |
| 3. Concerned President, Gaon Panchayat | Member. |
| 4. Executive Engineer PWD or his representative | Technical Member |
| 5. Social worker 1(one) nominated by CEO | Member. |
| 6. Eminent Citizen from concerned Gaon Panchayat | Member. |

The Chief Executive Officer, Zilla Parishad will form the committee for **monitoring of the execution** of works.

Implementation strategy:

- The State Institute of Rural Development will be the nodal agency to implement the scheme.
- The Construction Committee will get the Plan and Estimate prepared through the concerned Assistant Engineer/JE and submit the proposal for Technical sanction to the competent Technical Officer i.e. Executive Engineer, Zilla Parishad. The competent Technical Officer will accord Technical sanction within seven (7) days from the date of receiving the Plan and Estimate, if it is found in order. Based on the TS, the administrative approval will be accorded by CEO of the concerned Zilla Parishad.
- After receiving the Administrative Approval and Technical Sanction, the Construction Committee will mobilize the men, material, and machines.
- The CEO shall release 60 % of the estimated fund as 1st installment to the Construction Committee. The Construction Committee shall immediately start the work. They shall engage Mason/labour etc. and purchase materials directly from the market as per procurement guideline issued from time to time. In case of purchase of materials from the markets, approved rate of PWD (Building) Division, PHE Deptt and an other concerned Line Deptt. may be consulted. Balance 40% of the fund will be released as final installment on the completion of work as per estimate on submission of completion report and utilization certificate to CEO, Zilla Parishad.
- The Chairman and the Member Secretary of the Construction Committee will be personally responsible for maintenance of all records relating to the scheme viz. Maintenance of Cash Book, Transaction through Bank, MB/MR/Photographs/Bill & Voucher etc. The Gaon Panchayat Coordinators will have to assist the Secretaries of the GPs in all matters.
- The Member of the Construction Committee will regularly visit the work sites and monitor progress of the work as per prescribed procedures and specification.
- On completion of work, the construction Committee will quickly finalize the accounts for the work and shall furnish a work completion report and utilization certificate to the concerned authority within 30 days. All Completion Reports are to be signed by the or Junior Engineer and to be countersigned by the Executive Engineers of Zilla Parishad.
- The Construction Committee shall be responsible for erection of signboard of the work undertaken.
- Photographs at three stages (before, mid and after completion) and contact nos. of on-officials' members shall be kept.
- Pre-work and post work photographs of the schemes shall be maintained by the Construction Committee as well as the GP Authority.
- Fund shall be kept in a separate account to be opened for the purpose with the Joint

Accountholder mode to be operated by Chairperson and Member Secretary of the Construction Committee.

Mode of payment: The SIPRD will release the fund to the concerned Zilla Parishad in a phase manner based on the progress report of Zilla Parishad.

Maintenance of records:

- The SIPRD will keep all the records relating to selection of GP offices, minutes of the meeting of the selection committee, etc.
- The A.P. will maintain all the records relating to minutes of the meeting of construction committee, approval and construction works, Bill, vouchers etc. will be preserved at the Zilla Parishad for audit purpose.

Submission of utilization certificate: The members of the Construction Committee will monitor the entire process of construction works and submit the report to the Institute for onward submission to the government. The Executive Engineer of concerned Zilla Parishad or where the Zilla Parishad does not have Executive Engineer may entrust the responsibility to the Executive Engineer, PWD (Building) for proper technical monitoring of the work.

After making final payment to the Construction Committee, the CEO, Zilla Parishad will submit the Utilisation Certificate in prescribed proforma along with photographs of the construction works, along with other required report from the Executive Engineer.

Time line for completion of work:

- After receiving the formal communication for selection of Gaon Panchayats from the SIPRD, the Zilla Parishad concern will issue Order for Constitution of Construction Committee within 7 days.
- The construction works should start immediately on receipt of AA & TS and is required to be completed within 4 (four) months by the Construction Committee.
- Soon after completion of construction works, the Zilla Parishad will release the final payment after obtaining report from the Executive Engineer.

This is issued in partial modification of earlier order no. PDA.418/2018/pt-I/150 dated 27/5/2020.

J. B. EKKA,

Principal Secretary to the Government of Assam,
Panchayat and Rural development Department.